



Date: November 18, 2015

To: Thomas J. Bonfield, City Manager

Through: Wanda S. Page, Deputy City Manager

**From: David Boyd, Finance Director
Jonathan Hawley, Purchasing Supervisor
Vicki Westbrook, Assistant Director, Water Management**

Subject: Bid – Term Contract for Sodium Hydroxide (1,000 tons)

Executive Summary

The contract under consideration will furnish/provide the City with its estimated needs for Sodium Hydroxide solution for a two year term. Sodium Hydroxide is used in the water treatment process to raise the pH of water to near neutral when injected into a water system.

The only response was received from Univar USA Inc. of Morrisville, Pennsylvania which was the lowest responsive bidder. The total cost of the contract is \$ 585,000.00.

Funding for this contract is available from the operating budgets of the Water Management Department (5100P121.720300/ Brown Water Treatment Plant and 5100P122.720300/Williams Water Treatment Plant). This product is necessary for the water treatment process; there are no reasonable alternatives to making this purchase. The bid received is competitive and within budget.

Recommendation

That the bid for the purchase of Sodium Hydroxide Solution in the amount of \$585,000.00 from Univar USA Inc. be approved and the City Manager be authorized to execute all relevant contracts.

Background

The contract under consideration will furnish/provide the City with its estimated two year term for Sodium Hydroxide Solution. Sodium Hydroxide is used in the water treatment process to raise the pH of water to near neutral when injected into a water system.

A bid was posted to the City's web page for a period of 30 days, and multiple suppliers were notified of the bid opportunity. Univar USA Inc. was the only responding bidder.

Issues/Analysis

The following bid was received for furnishing Sodium Hydroxide Solution (1,000 tons):

COMPANY	Per Ton	Total
Univar USA Inc.	\$449.00	* \$449,000.00
Baltimore. MD	<u>\$136.00</u> (Delivery cost per ton)	<u>\$136,000.00</u>
	\$585.00/ton	\$585,000.00 total cost

*Recommended Bid

Alternatives

There are no good alternatives to making this purchase. The bid received is competitive and within budget.

Financial Impact

The total cost of the contract is \$585,000.00. Funding for this contract is available from the operating budgets of the Water Management Department (5100P121.720300/ Brown Water Treatment Plant and 5100P122.720300/Williams Water Treatment Plant).

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the bid submitted by Univar USA Inc. and has determined that they are in compliance with the Ordinance to Promote Equal Opportunities in City Contracting.

SDBE REQUIREMENTS

There were no SDBEs to provide this product.

WORKFORCE STATISTICS

The workforce statistics for Univar USA Inc. are as follows:

Total Workforce	375	100%
Total Females	76	20%
Total Males	299	80%
Black Males	29	8%
White Males	235	63%
Other Males	35	9%
Black Females	10	3%
White Females	54	14%
Other Females	12	3%